

広報番号： Announcement No.	FLCY-24-16
募集締切日： Closing Date	14 Mar 16
発行日： Date of Issue	22 Feb 16

4.募集範囲 Area of Consideration

I. ☒ 現 MLC/IHA 従業員(部隊内)

II. ☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance

III. ☐ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide

IV. ☒ 外部 Off Base Applicant

5.雇用の種類 Type of Employment

☒ MLC

☐ IHA ☐ HPT

☒ 常用 Permanent

☐ 限定 Limited Term (____ヵ月 Months)

level in the related work, OR completion of
ent procedures.
us other statistics through the use of U.S.
mmercial applications.
nd Access.

ility.

e ☒上級 Advanced ☐特段の能力
Exceptional

Required : 7/8 欄参照 See blocks 7 & 8

	職務状況 Working Condition
でも Either onnaire on Relatives” n x 23.5cm) is unacceptable.) apanese citizen applicant,	

9. 応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意ください。When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.

1. 内部応募者（現 MLC/IHA 従業員）提出先（米海軍横須賀基地日本人雇用課（HRO））：

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001

神奈川県横須賀市泊町 1 番地

PSC 473 BOX 22 CNRJ HRO N132

内線/Extension 243-8152

〒238-0001

1 Banchi Tomari-cho, Yokosuka

PSC 473 BOX 22 CNRJ HRO N132

米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

2. 外部応募者（非従業員）提出先：

〒238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

管理第一係

電話番号 Phone 046-828-6959

受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。

Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.

Off Base Applicants must submit to:

〒238-0011

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

Yokosuka Branch of LMO/IAA

Management #1 Section

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC: FLCY C323

軍電 (DSN) 243-6489/8024

PD No.: **FLCY-440-001**

PD is accurate and current. Certified by Activity: ha

HRO: (rcvd: 2/2) js
2/19 ms 2/19

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

TASK LIST

General: This position is located in the Joint Personal Property Shipping Office, of the Fleet Logistics Center, Yokosuka, Japan. The incumbent performs administrative, technical and automated systems functions and duties related to the counseling, booking, scheduling deliveries and pick-up of household goods into, and out of the area of operation of the JPPSO Japan. Communications in a bilingual environment are required of the incumbent in order to perform major duties and deal with English speaking customers who are shipping or receiving household goods and execute those responsibilities in all areas discussed below.

Major Duties and Responsibilities

1. Outbound Counseling:

a. Verifies and interprets military and DOD civilian personnel entitlements and responsibilities relating to the movement of personal property and privately owned vehicles (POV) within the Defense Personal Property Program (DP3). Prepare shipping documents utilizing the Defense Personal Property System (DPS). Assist DPS applicants to produce shipment applications for booking purposes. The incumbent accomplishes all outbound household goods traffic actions in accordance with the Joint Travel Regulations (JTR)/Joint Federal Travel Regulations (JFTR) and Defense Transportation Regulations (DTR).

b. Analyzes, determines and selects the most appropriate and economical mode of shipment utilizing "Best Value" practices and performing detailed cost analysis. Prepares processes and distributes Government Bills of Lading, Customs Declarations, Transportation Control and Movement Documents (TCMD) and service orders as appropriate to each shipment, based on customer needs and program requirements. Prepares and submits enterprise metrics reports to the Division Director/Deputy Director.

c. Maintains and utilizes the Personal Property Consignment Instructions Guide, Packing and Containerization Service Contract and other publications and instructions pertaining to the personal property, POV and storage program. The incumbent maintains constant communication with the Military Ocean Terminals, AMC Terminals and Japanese Customs Officials in matters pertaining to the movement of personal property. The incumbent will approve, deny or dispute accessorial requests from the customer, Transportation Service Provider (TSP), or their local agents in accordance with the International Tender. The incumbent approves, denies or disputes transportation invoices submitted within the Central Web Application (CWA) or DPS and ensures that proper and valid Transportation Account Codes are utilized.

2. Inbound Counseling:

a. The incumbent counsels all inbound personnel regarding their inbound shipments entitlements and responsibilities and assists customers in arranging their deliveries with the local agents. Provide shipment and POV arrival notifications to customers. Reschedule delivery and local move dates to meet customer and local agent requirements.

b. The incumbent maintains the storage in transit (SIT) register in DPS and furnishes SIT numbers to the TSP or local agent when authorizing storage for inbound shipments in accordance with the DTR and NAVSUP guidance. The incumbent monitors the inbound SIT register in DPS on a daily basis to prevent negative SIT days. The incumbent provides written notification to customers within 30 days of storage expiration date. Customers must be advised that shipments will be converted to commercial accounts upon expiration unless the JPPSO is provided with reasonable justification for continued storage. Approved storage extensions will be completed on a DD-1857 Temporary Commercial Storage at Government Expense form and copies provided to the TSP or local agent. Customers will be notified in writing when storage extension requests are denied. Initiate shipment tracing procedures in accordance with the DTR for all shipments that do not meet the required delivery date. Prepares documentation and coordinates with the TSP and local agent for shipments that are misconsigned or diverted to another destination. Report all Tender of Service (TOS) violations to Quality Control for assessment and required action.

3. Inbound/Outbound Responsibilities:

a. The incumbent computes excess charges for customers that exceed their JTR/JFTR entitlements. Prepares cost collection documentation and notifies customers regarding excess costs. Prepares and conducts briefings during housing briefs, TAMP/ATAMP seminars and smooth move seminars as scheduled. Initiates, processes and coordinates pack-out or delivery of personal property shipments to or from government controlled quarters utilizing local housing office funds.

Performs other duties as necessary.